Refund Request Form

Section 1 – Client Details			
Name:		**Date:**	
Contact Tel:		**Mobile:**	
Email:			
Course:		**Course Date:**	

Section 2 – Refund Details	
I request a refund for the following:	
Invoice Number:	
Amount:	**$**
Reason: (Please attach any supporting documentation)	
Acknowledgement	
I understand that my request for a refund will be processed in accordance with the COMPANY NAME Refund Policy.	
Signature	**Date:**

Section 3 – Authorisation

Please tick the type of Refund:

☐ Withdrawal ☐ Cancellation

☐ Transfer ☐ Other (please specify)

This Refund amount is :

☐ APPROVED ☐ DENIED ☐ ADJUSTED TO **$**

Comments/ Reason for decision / Calculations of Refund

Refund Method is :

☐ EFT / CCard ☐ Cheque ☐ Credit to Corporate Account

Signed:		**Position:**	
Print Name:		**Date Processed:**	

Admin Use Only				
Logged in Refund Register:	☐ Yes	☐ No		/ /

Refund Request Form

Logged By:			**Signature:**	
Formal Letter/Email Sent:	☐ Yes	☐ No		/ /
Sent By:			**Signature:**	